



Title: I, Payroll/Personnel Manual

Chapter: 20, Reports, Section 5, Payroll/Personnel Output

Bulletin: PPO, 07-2, Schedule for Reporting of Employment Data on the SF-113 Reports

Date: December 10, 2007

To: Holders of the Payroll/Personnel Manual  
Personnel Users Groups

The Office of Personnel Management (OPM) has issued guidance for Fiscal Year 2008 SF-113 reporting, which includes the information in Reports SF-113A, Monthly Report of Federal Civilian Employment, and SF-113G, Monthly Report of Full-Time Equivalent/Work-Year Civilian Employment. The attached schedule includes the National Finance Center's (NFC) projected pay period cut offs and projected dates for mailing these reports.

NFC will distribute the SF-113 reports to agencies by the projected mailing date identified in the attachment to this bulletin. The agency must forward a copy of the reports to OPM by the 15th day of the month following the end of the reporting month as shown on the schedule. **Please note:** Reports SF-113A and SF-113G (EMPR 123-1 and EMPR 127-1) can be accessed via the NFC Reporting Center from the NFC home page at [www.nfc.usda.gov](http://www.nfc.usda.gov). SF-113 reports are available on the Reporting Center the same date as the projected mailing date for the reports that are mailed to agencies. If you are interested in accessing these reports, contact your agency Security Officer to request access.

For questions about policy/regulations, contact your Agriculture Payroll/Personnel User Group (AGPUG) representative or Committee for Agriculture Payroll/Personnel System (CAPPS) representative. Please refer questions about reports to the Payroll/Personnel Call Center at **504-255-4630**.

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Attachment